

## Message Text

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ORIGIN SS-25

INFO OCT-01 ISO-00 SSO-00 CCO-00 NSCE-00 USSS-00 /026 R

DRAFTED BY S/S-EX:WELITTREL:JFP

APPROVED BY S/S-EX:LLEATON

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TO AMEMBASSY CAIRO NIACT IMMEDIATE

AMEMBASSY AMMAN NIACT IMMEDIATE

AMEMBASSY JIDDA NIACT IMMEDIATE

AMEMBASSY DAMASCUS NIACT IMMEDIATE

AMEMBASSY TEL AVIV NIACT IMMEDIATE

AMCONSUL JERUSALEM NIACT IMMEDIATE

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EXDIS - CAIRO PASS ALEXANDRIA NIACT IMMEDIATE

E.O. 11652: N/A

TAGS: OVIP (KISSINGER, HENRY A)

SUBJECT: SECVISIT - ADMINISTRATIVE/LOGISTICAL ARRANGEMENTS

THE ADMINISTRATIVE/LOGISTICAL REQUIREMENTS IN SUPPORT OF  
THE SECRETARY'S VISIT FOLLOW. LOCAL CONDITIONS WILL  
NECESSITATE SOME CHANGES OR SUBSTITUTIONS BUT IT IS  
IMPORTANT THAT WE BE TOLD WHAT THEY ARE. A NUMBER OF  
ITEMS CONCERN OVERNIGHT STOPS ONLY.

### 1. ETA - PARTY COMPOSITION

THE SECRETARY'S PARTY WILL BE COMPOSED OF APPROXIMATELY  
FORTY PEOPLE INCLUDING SUPPORT STAFF AND PRESS. THE GROUP  
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WILL TRAVEL ABOARD A SPECIAL MILITARY AIRCRAFT. ETA WILL  
BE CONFIRMED AND A PASSENGER LIST WILL BE FURNISHED BY  
SEPTTEL.

## 2. ENTRY/EXIT FORMALITIES

PLEASE OBTAIN WAIVER OF ANY VISA REQUIREMENTS FOR PARTY AND PRESS AND ARRANGE FOR CONSOLIDATED IMMIGRATION/ CUSTOMS CLEARANCES FOR PASSENGERS AND BAGGAGE. ADVISE IMMEDIATELY IF THIS CAN BE ACCOMPLISHED.

PLEASE ASSIGN AN OFFICER TO RECEIVE PASSPORTS AND FACILITATE ENTRY AND EXIT. THE PARTY HAS ALL REQUIRED INOCULATIONS.

## 3. OFFICE SPACE/SLEEPING ACCOMMODATIONS (SEE ALSO PARA. 4 BELOW)

THE SECRETARY AND PARTY SHOULD BE BILLETED FOR BOTH LODGING AND OFFICE PURPOSES IN ONE CENTRALLY LOCATED HOTEL. KNOWN REQUIREMENTS ARE: ONE (1) SUITE AND THIRTY-NINE (39) SINGLES FOR SLEEPING QUARTERS AND ELEVEN (11) DOUBLE ROOMS TO BE USED AS OFFICES. BEDROOM FURNITURE SHOULD BE REMOVED FROM ALL OFFICES. THE PREFERRED CONFIGURATION IS FOR THE SECRETARY'S SUITE, THE SPECIAL ASSISTANTS' OFFICE AND BEDROOMS, THE "HOLDING ROOM" AND THE USSS COMMAND POST TO BE LOCATED IN ONE AREA, WITH OTHER OFFICES (I.E. FOR S/S ETC. AND THE REMAINDER OF THE PARTY) LOCATED ON ANOTHER FLOOR. IDEALLY THE ROOMS IN THIS COMPLEX WOULD BE SET UP WITH THE SECRETARY'S SUITE AT THE END OF A CORRIDOR, SPECIAL ASSISTANTS' BEDROOMS ON EITHER SIDE OF THE SUITE ACROSS FROM ONE ANOTHER, THE HOLDING ROOM AND SPECIAL ASSISTANTS' OFFICE NEXT TO THE BEDROOMS RESPECTIVELY, AND THE USSS COMMAND POST NEXT TO THE OFFICE. ACCESS TO THIS AREA MUST BE CONTROLLED BY MSGS. UNDER NO CIRCUMSTANCES SHOULD THE SPECIAL ASSISTANTS' OFFICE BE LOCATED ADJACENT TO THE SECRETARY'S SUITE. SPECIFICS FOLLOW:

### A. ACCOMMODATIONS FOR SECRETARY AND SPECIAL ASSISTANTS:

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(1) SECRETARY'S SUITE: IT MUST BE OF SUFFICIENT SIZE FOR HOLDING MEETINGS AND/OR HOSTING SMALL DINNERS FOR EIGHT TO TEN PEOPLE;

(2) SPECIAL ASSISTANTS' BEDROOMS: TWO BEDROOMS LOCATED NEAR THE SECRETARY'S SUITE;

(3) SPECIAL ASSISTANTS' OFFICE: A DOUBLE ROOM CONVERTED TO AN OFFICE FOR THE SECRETARY'S IMMEDIATE STAFF OF TWO OFFICERS AND THREE SECRETARIES. MINIMUM REQUIREMENTS:

- FIVE DESKS OR WORKING TABLES

- THREE TYPEWRITERS AND TYPEWRITER STANDS

- OFFICE SUPPLIES AND FORMS

- COPY MACHINE (IF POSSIBLE)

(4) HOLDING ROOM: A DOUBLE ROOM CONVERTED AND FURNISHED TO SERVE AS A WAITING ROOM FOR THE SECRETARY'S VISITORS.

(5) USSS (AND SY) COMMAND POST(S): ONE DOUBLE ROOM LOCATED IN THE VICINITY OF THE SECRETARY'S SUITE AND SPECIAL ASSISTANTS' OFFICE FOR THE USSS COMMAND POST.

IF THE SECRETARY'S WIFE IS A MEMBER OF THE PARTY ONE ADDITIONAL ROOM, IN THE PROXIMITY OF THE SECRETARY'S SUITE, WILL BE REQUIRED FOR AN SY COMMAND POST. USSS AND SY REPRESENTATIVES ADVANCING THE VISIT SHOULD BE CONSULTED REGARDING OTHER REQUIREMENTS FOR THESE ROOMS.

#### B. SUPPORT OFFICES

THE FOLLOWING ROOMS SHOULD BE LOCATED ON ANOTHER FLOOR. BECAUSE OF THE REQUIREMENT FOR CONTROLLED ACCESS FOR OPEN STORAGE OF CLASSIFIED MATERIAL, THE S/S AND SENIOR STAFF OFFICES SHOULD OCCUPY CONTIGUOUS SPACE.

(1) EXECUTIVE SECRETARIAT STAFF (S/S): THREE (3) CONNECTING DOUBLE ROOMS CONVERTED INTO OFFICES; ONE OF THE LIMITED OFFICIAL USE LIMITED OFFICIAL USE

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DOUBLES SHOULD BE RESERVED FOR OVERFLOW, CONTINGENCY OFFICE SPACE AND FOR THE STORAGE OF BULKY BRIEFCASES, FOOTLOCKERS AND TRUNKS OF CLASSIFIED MATERIAL. MINIMUM REQUIREMENTS:

- FOUR DESKS OR WORKING TABLES

- FOUR TYPEWRITERS AND FOUR STANDS

- ONE BEST AVAILABLE COPIER (24-HOUR SERVICE)

- NORMAL AMOUNT OF OFFICE SUPPLIES AND FORMS, EMBASSY PHONE BOOK, DIPLOMATIC LIST, ETC.

(2) SENIOR STAFF OFFICE: DOUBLE ROOM CONVERTED TO AN OFFICE FOR THE USE OF THE OFFICIAL PARTY. EQUIP WITH FIVE DESKS OR WORK TABLES AND A MINIMUM OF THREE TYPEWRITERS, OFFICE SUPPLIES, ETC.

(3) VISITORS' CONTROL ROOM: TWO CONNECTING DOUBLES. THIS

ROOM, AN INFORMATION/RECEPTION CENTER FOR THE PARTY, CAN BE MANNED BY AMERICAN AND/OR FSL POST PERSONNEL. ACCOMMODATION EXCHANGE SERVICE SHOULD BE PROVIDED. CIGARETTES, BEVERAGES AND SUNDRIES SHOULD BE AVAILABLE FOR SALE BUT NO BAR FACILITIES. PLEASE PROVIDE A BULLETIN BOARD FOR NOTICES AND AN ASSORTMENT OF MAPS, TOURIST BOOKLETS AND SIMILAR HAND-OUTS.

(4) PRESS ROOM: TWO CONNECTING DOUBLE ROOMS. SEE SEPTTEL ON PRESS ARRANGEMENTS FOR SPECIAL REQUIREMENTS.

4. HOST GOVERNMENTS FREQUENTLY INVITE THE SECRETARY AND OCCASIONALLY SOME SENIOR STAFFERS TO STAY IN OFFICIAL GUEST QUARTERS. SUCH INVITATIONS SHOULD NOT BE SOLICITED OR ENCOURAGED BUT IF FORMALLY EXTENDED POSTS SHOULD NOTIFY THE DEPARTMENT IMMEDIATELY. (FYI, THE SECRETARY WILL NORMALLY ACCEPT THE INVITATION, SECURITY CONDITIONS PERMITTING.)

IF THE SECRETARY DECIDES TO ACCEPT INVITATION TO STAY IN GOVERNMENT QUARTERS, PLEASE ATTEMPT TO OBTAIN, BUT NOT LIMITED OFFICIAL USE  
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REPEAT NOT AT THE EXPENSE OF PRESSURING OR INCONVENIENCING THE HOSTS, ACCOMMODATIONS FOR THE FOLLOWING AT THE SAME LOCATION OR IN CLOSE PROXIMITY: (A) OFFICE FOR TWO SPECIAL ASSISTANTS; (B) SPACE FOR USSS COMMAND POST AND SY GROUP IF SECRETARY'S WIFE ACCOMPANIES HIM; AND (C) SLEEPING ACCOMMODATIONS FOR AT LEAST ONE SPECIAL ASSISTANT.

#### 5. GROUND TRANSPORTATION

ASSIGNED CARS WITH DRIVERS FOR THE DURATION OF THE VISIT WILL BE REQUIRED FOR THE EXCLUSIVE USE OF THE FOLLOWING:

(1) THE SECRETARY

(2) ONE VEHICLE FOR EACH MEMBER OF THE PARTY WITH THE RANK OF ASSISTANT SECRETARY.

(3) ONE VEHICLE FOR THE SPECIAL ASSISTANTS. (NOTE: IN DEVELOPING MOTORCADE ASSIGNMENTS TO AND FROM THE AIRPORT, IT IS ESSENTIAL THAT THIS VEHICLE BE SPOTTED WELL FORWARD, I.E. IN THE NO. 2 OR NO. 3 POSITION.)

(4) ONE VEHICLE FOR THE PRESS SPOKESMAN.

(5) ONE VEHICLE FOR THE S/S TEAMS.

(6) ONE VEHICLE FOR WHCA PERSONNEL.

(7) ONE LARGE VAN OR TWO STATION WAGONS, CARRYALLS ETC., FOR CLASSIFIED MATERIAL. IF SECRETARY AND SPECIAL ASSISTANTS WILL RESIDE IN GUEST QUARTERS SEPARATE FROM REMAINDER OF THE PARTY, A THIRD VEHICLE WILL BE REQUIRED TO TRANSPORT CLASSIFIED MATERIAL.

(8) A TRUCK (ENCLOSED) FOR PERSONAL BAGGAGE.

(9) USSS VEHICLE REQUIREMENTS (AND SY VEHICLE REQUIREMENTS IF SECRETARY'S WIFE IS IN PARTY) SHOULD BE DISCUSSED WITH ADVANCE TEAMS.

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(10) PRESS BUS: PRESS PARTY WILL TOTAL ABOUT 12-14 MEMBERS; IF POSSIBLE WE PREFER ONE OR TWO MINI-BUSES WHICH CAN KEEP PACE WITH MOTORCADES.

POOL TRANSPORTATION WILL SUFFICE FOR REMAINDER OF THE PARTY.

SPECIAL NOTE: UNFORTUNATE EXPERIENCES IN THE PAST PROMPT THE REQUEST THAT YOU MAKE DOUBLY SURE DRIVERS KNOW HOW TO GET TO AND FROM VARIOUS POINTS THE PARTY WILL VISIT, INCLUDING THE APPROPRIATE AIRPORT, AND THE PREFERRED ROUTING. THEY SHOULD BE BRIEFED AND EXAMINED ON ROUTES BEFORE ARRIVAL OF THE PARTY.

#### 6. ROOM AND CAR ASSIGNMENTS

UPON RECEIPT OF THE PASSENGER LIST MAKE ROOM AND CAR ASSIGNMENTS AND PLEASE NOTIFY THE DEPARTMENT (S/S-EX) IMMEDIATELY. NOTE: THE MEDICAL OFFICER WILL RIDE WITH THE USSS AND NEED NOT BE ASSIGNED TO A SPECIFIC VEHICLE. ALSO, ONE OF THE SECRETARIES IN THE PARTY WILL RIDE IN FROM THE AIRPORT WITH THE SPECIAL ASSISTANTS.

#### 7. SECURITY

A. THE US SECRET SERVICE IS RESPONSIBLE FOR ALL PROTECTIVE SECURITY ARRANGEMENTS FOR THE SECRETARY. AN ADVANCE TEAM WILL ARRIVE AT POST FIVE TO SEVEN DAYS BEFORE THE VISIT. ETA WILL BE THE SUBJECT OF A SEPTEL.

B. IF THE SECRETARY'S WIFE ACCOMPANIES HIM ON THE VISIT, AN SY AGENT WILL TRAVEL ABOARD THE AIRCRAFT WITH THE PARTY AND AN SY TEAM OF SEVERAL AGENTS WILL ARRIVE AT POST A FEW DAYS IN ADVANCE OF THE VISIT.

C. THE SECRET SERVICE MAY WISH TO USE THE SECRETARY'S

ARMORED LIMOUSINE FOR THE VISIT. PLEASE ADVISE IF THIS IS ACCEPTABLE TO THE HOST GOVERNMENT OR IF YOU ANTICIPATE UNUSUAL SENSITIVITY TO THIS PROPOSAL.

D. VIA SEPARATE MESSAGE SY WILL PROVIDE THE RSO WITH LIMITED OFFICIAL USE  
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DETAILED INSTRUCTIONS FOR THE SAFEGUARDING OF CLASSIFIED MATERIAL.

E. TWENTY-FOUR-HOUR MSG COVERAGE WILL BE REQUIRED FOR OPEN STORAGE OF CLASSIFIED MATERIAL IN TWO SEPARATE SECURE AREAS WHICH SHOULD BE ESTABLISHED FOR: (I) THE SPECIAL ASSISTANTS' OFFICE, AND (II) THE SENIOR STAFF AND S/S OFFICES.

8. BAGGAGE

A. THE USSS WILL HANDLE THE SECRETARY'S BAGGAGE.

B. AN AMERICAN SHOULD BE ASSIGNED TO OVERSEE THE HANDLING OF THE PARTY'S BAGGAGE.

C. BAGGAGE WILL BE PRE-TAGGED WITH THE INDIVIDUAL'S HOTEL ROOM NUMBER; SIMILARLY, AS PART OF THE DEPARTURE ARRANGEMENTS ALL BAGGAGE WILL BE TAGGED FOR THE NEXT STOP. IT IS IMPORTANT, THEREFORE, THAT ROOM ASSIGNMENT INFORMATION BE EXPEDITED. (SEE PARA. 5.)

D. "BAGGAGE CALL" AND OTHER DETAILS REGARDING BAGGAGE HANDLING SHOULD BE DISCUSSED WITH THE ADMINISTRATIVE OFFICER ACCOMPANYING THE PARTY.

9. GIFTS

WE PREFER THAT THERE BE NO EXCHANGE OF GIFTS. BUT IF LOCAL CUSTOM MAKES AN EXCHANGE UNAVOIDABLE, GIVEN THE OPPORTUNITY, POST SHOULD EXPLAIN TO LOCAL OFFICIALS TACTFULLY OUR RESTRICTIONS GOVERNING RECEIPT OF GIFTS. (SEE 3 FAM 621.) AS A CONTINGENCY, POST SHOULD APPOINT A GIFT OFFICER WHO SHOULD ASSUME RESPONSIBILITY FOR THE RECEIPT AND RECORDING OF ALL GIFTS AND FOR PREPARING THEM FOR SHIPMENT.

10. SECRETARIAL/COURIER ASSISTANCE

A. THE SERVICES OF TWO (2) TOP-SECRET CLEARED SECRETARIES WILL BE REQUIRED FULL-TIME ON A CONTINUOUS, 24-HOUR, BASIS  
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TO WORK WITH S/S AND TO PROVIDE CLERICAL SUPPORT FOR OTHER MEMBERS OF THE PARTY. ADDITIONALLY, A THIRD SECRETARY MUST BE AVAILABLE AT ALL TIMES ON A CALL-IN BASIS.

B. A COURIER WILL BE REQUIRED TO LINK THE SECRETARIAT AND THE EMBASSY'S C&R UNIT; TWO COURIERS WILL BE NECESSARY FOR SIMULTANEOUS SERVICE FROM BOTH POINTS IF S/S AND THE CHANCERY ARE DISTANT FROM EACH OTHER. VEHICLES SHOULD BE RESERVED FOR THE EXCLUSIVE USE OF THE COURIERS. A SCHEDULE OF SHIFTS FOR COURIERS SHOULD BE PREPARED AND MADE AVAILABLE TO S/S. EACH COURIER SHOULD HAVE A LARGE BRIEFCASE IN WHICH HE WILL CARRY ALL TRAFFIC BETWEEN THE STATIONS HE SERVICES.

11. TDY ASSISTANCE

ALL REQUIREMENTS FOR TDY HELP, COMMUNICATORS, MARINES ETC., SHOULD BE DIRECTED TO YOUR REGIONAL BUREAU.

12. ASSISTANCE TO AIRCRAFT CREW

UNLESS NOTIFIED TO THE CONTRARY, ALL ARRANGEMENTS FOR SERVICING THE AIRCRAFT AND ACCOMMODATIONS FOR THE CREW WILL BE HANDLED VIA MILITARY CHANNELS.

13. TELEPHONES

INSTRUCTIONS ON TELEPHONE REQUIREMENTS, A CRITICAL ITEM, ARE CONTAINED SEPTEL.

14. OFFICE MACHINES

TYPEWRITERS: ELECTRIC, LARGE PICA TYPE, PREFERABLY IBM SELECTRIC BUT MINIMUM REQUIREMENT IS THAT TYPE BE IDENTICAL FOR MACHINES IN EACH SUITE OF OFFICES.

COPY MACHINES: PLEASE OBTAIN BEST AVAILABLE. IT IS ESSENTIAL THAT 24-HOUR SERVICING BE AVAILABLE AND/OR A BACKUP MACHINE PROVIDED.

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(1) ADVISE SOONEST RUSH HOUR AND NON-RUSH HOUR DRIVING TIMES BETWEEN HOTEL AND EMBASSY OR TIMES BETWEEN ALL THREE LOCATIONS IF SECRETARY RESIDES ELSEWHERE.

(2) ADVISE OF ANY SPECIAL LOCAL CONDITIONS, HOLIDAYS, STRIKES ETC., WHICH MIGHT AFFECT VISIT.

(3) ADVISE OF ANY SPECIAL CLOTHING REQUIREMENTS, INCLUDING BLACK TIE FUNCTIONS.

(4) ROOM KEYS SHOULD BE IN DOORS OR AVAILABLE FROM THE VISITORS CONTROL ROOM ON ARRIVAL.

(5) ADVISE LOCAL ELECTRICAL CHARACTERISTICS.

(6) EXCEPT FOR POTABLE WATER (AS APPROPRIATE) NO BEVERAGES SHOULD BE PLACED IN THE VISITORS' ROOMS.

(7) THE ADMINISTRATIVE OFFICER ACCOMPANYING THE PARTY IS WARREN LITTREL AND HE SHOULD BE MET AT PLANESIDE BY THE CONTROL OFFICER OR THE INDIVIDUAL RESPONSIBLE FOR ADMINISTRATIVE ARRANGEMENTS.

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(8) MESSAGES TO THE DEPARTMENT ON ADMINISTRATIVE ASPECTS OF THE VISIT SHOULD BE SLUGGED FOR S/S-EX.

16. SPECIAL INSTRUCTIONS

A. GROUND TRANSPORTATION SHOULD BE ARRANGED SO THAT STAFF AND PRESS TRAVELLING WITH THE SECRETARY ARRIVE AT PLANESIDE NO LATER THAN THIRTY MINUTES BEFORE SCHEDULED DEPARTURE TIME.

B. FOR DAMASCUS AND JIDDA: YOUR ARRANGEMENTS FOR PREVIOUS TRIPS HAVE BEEN QUITE SATISFACTORY. WE ASSUME YOU PLAN ON THE SAME DRILL. PLEASE ADVISE IF THERE WILL BE ANY SIGNIFICANT CHANGES.

17. REMOVE EXDIS CAPTION WHEN TRIP PUBLICLY ANNOUNCED. SISCO

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## Message Attributes

**Automatic Decaptioning:** Z  
**Capture Date:** 26 AUG 1999  
**Channel Indicators:** n/a  
**Current Classification:** UNCLASSIFIED  
**Concepts:** n/a  
**Control Number:** n/a  
**Copy:** SINGLE  
**Draft Date:** 17 AUG 1975  
**Decaption Date:** 28 MAY 2004  
**Decaption Note:** 25 YEAR REVIEW  
**Disposition Action:** RELEASED  
**Disposition Approved on Date:**  
**Disposition Authority:** SmithRJ  
**Disposition Case Number:** n/a  
**Disposition Comment:** 25 YEAR REVIEW  
**Disposition Date:** 28 MAY 2004  
**Disposition Event:**  
**Disposition History:** n/a  
**Disposition Reason:**  
**Disposition Remarks:**  
**Document Number:** 1975STATE195299  
**Document Source:** ADS  
**Document Unique ID:** 00  
**Drafter:** S/S-EX:WELITTREL:JFP  
**Enclosure:** n/a  
**Executive Order:** N/A  
**Errors:** n/a  
**Film Number:** D750284-0430  
**From:** STATE  
**Handling Restrictions:** n/a  
**Image Path:**  
**ISecure:** 1  
**Legacy Key:** link1975/newtext/t197508101/baaaashe.tel  
**Line Count:** 414  
**Locator:** TEXT ON-LINE, TEXT ON MICROFILM  
**Office:** ORIGIN SS  
**Original Classification:** LIMITED OFFICIAL USE  
**Original Handling Restrictions:** EXDIS  
**Original Previous Classification:** n/a  
**Original Previous Handling Restrictions:** n/a  
**Page Count:** 8  
**Previous Channel Indicators:**  
**Previous Classification:** LIMITED OFFICIAL USE  
**Previous Handling Restrictions:** EXDIS  
**Reference:** n/a  
**Review Action:** RELEASED, APPROVED  
**Review Authority:** SmithRJ  
**Review Comment:** n/a  
**Review Content Flags:**  
**Review Date:** 30 JUL 2003  
**Review Event:**  
**Review Exemptions:** n/a  
**Review History:** RELEASED <30 JUL 2003 by MartinML>; APPROVED <01 DEC 2003 by SmithRJ>  
**Review Markings:**

Margaret P. Grafeld  
Declassified/Released  
US Department of State  
EO Systematic Review  
06 JUL 2006

**Review Media Identifier:**  
**Review Referrals:** n/a  
**Review Release Date:** n/a  
**Review Release Event:** n/a  
**Review Transfer Date:**  
**Review Withdrawn Fields:** n/a  
**Secure:** OPEN  
**Status:** NATIVE  
**Subject:** n/a  
**TAGS:** OVIP, (KISSINGER, HENRY A)  
**To:** CAIRO NIACT  
AMMAN NIACT  
JIDDA NIACT  
DAMASCUS NIACT  
TEL AVIV NIACT  
JERUSALEM NIACT

**Type:** TE

**Markings:** Margaret P. Grafeld Declassified/Released US Department of State EO Systematic Review 06 JUL 2006